

STATE EXECUTIVE COUNCIL (SEC) RESPONSIBILITIES AND DUTIES

Per the Code of Virginia (§2.2-2648 D)

Established as a supervisory council (§ [2.2-2100](#)).

- Responsible for agency operations.
- Appoints the agency director.
- Ensures that the agency director complies with all board and statutory directives.
- Agency director is subordinate to the board.

Provides for:

- Establishment of interagency programmatic and fiscal policies
- Administrative support & fiscal incentives for local comprehensive service systems
- A public participation process to develop:
 - Programmatic and fiscal guidelines;
 - Dispute resolution procedures including an informal review and negotiation process with the Director of the OCS;
 - Administration of necessary functions supporting OCS.

Oversees development and implementation of:

- Policies governing the use, distribution and monitoring of CSA moneys.
- Coordination of early intervention programs.
- A mandatory uniform assessment instrument and process.
- Uniform initial intake and screening assessments, plans of care, service monitoring and periodic follow-up guidelines for use by CPMTs.
- Uniform guidelines for documentation for CSA-funded services.
- Mandatory uniform guidelines for utilization management by CPMTs.
- Uniform data collection standards for use by CPMTs.

Additional responsibilities:

- Advise the Governor and appropriate Cabinet Secretaries.
- Hire and supervise the Office of Comprehensive Services (OCS) director.
- Appoint state and local advisory team members.
- Review and take appropriate action on issues brought before it by OCS, CPMTs, providers and parents.
- Consider CPMT's request to establish an alternative multidisciplinary team.
- Deny state funding when a CPMT fails to comply with the Comprehensive Services Act.

Per the Appropriations Act (Chapter 4)

The State Executive Council shall:

- Maintain local government performance measures.
- Provide localities with technical assistance.

OFFICE OF COMPREHENSIVE SERVICES (OCS) RESPONSIBILITIES AND DUTIES

Per the Code of Virginia (§2.2-2649)

OCS serves as the administrative entity of the SEC ensuring its decisions are implemented.

The OCS director shall develop and recommend:

- Programs & fiscal policies that promote & support cooperation & collaboration
- Interagency policies governing the use, distribution & monitoring of CSA moneys

The OCS director shall:

- Implement, in collaboration with participating state agencies, policies, guidelines and procedures adopted by the State Executive Council (SEC).
- Serve as liaison to the participating state agencies.
- Consult with local governments on the implementation and operation of CSA.
- Provide consistent oversight for program administration and compliance with state policies and procedures.
- Provide for training and technical assistance to localities in the provision of efficient and effective services.
- Provide for an informal review and negotiation process.
- Develop and maintain a web-based statewide automated database.
- Develop and offer for use by CPMTs a standardized purchase of services contract.
- Perform such other duties as may be assigned by the SEC.

Per the Appropriations Act (Chapter 4)

OCS has authority to:

- Transfer general fund allocation between Medicaid & non-Medicaid state pools.
- Deny state pool funding to any locality not in compliance with federal and state requirements including the provision of special education and foster care services

OCS director may approve and obligate supplemental funding requests:

- For mandated expenditures;
- In excess of the state pool appropriation for mandated expenditures by up to ten percent of the state pool appropriation.

OCS Staff Vision of OCS Role

- Place high priority on program, policy and technical assistance as driver.
- Provide localities resources, tools, technical assistance, peer consultation & best practices so they can be successful.
- Enforce compliance only as last resort when required.
- Evolve to team of regional TA consultants with areas of expertise.
- Support TA team with strong financial, data and communication supports.
- Develop new vehicles for communicating with external stakeholders.

STATE AND LOCAL ADVISORY TEAM (SLAT) RESPONSIBILITIES AND DUTIES

Per the Code of Virginia (§2.2-5202)

The SLAT may advise:

- State Executive Council (SEC) on state interagency program policies;
- SEC on state interagency fiscal policies;
- SEC on the effects of proposed policies, regulations and guidelines;
- State agencies and localities on training and technical assistance.

Per the Appropriations Act (Chapter 4)

Contains no reference to the SLAT